

<p>If no Lesson Plan / Video / Slide Presentation Number or copy of the lesson plan can be provided then provide a brief description of the course material / training information in this space.</p>
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**PRIVACY ACT STATEMENT** - The Privacy Act of 1974 (PL93-579) (OPM/GOVT) requires Federal Agencies to inform individuals who furnish information about themselves as to the following facts concerning the information requested: **(1) Authority:** 5 U.S.C. 1043, 4115, 4118; **(2) Principle Purposes:** To provide course data for the Department of Navy training data system and for the employee's official record of training; **(3) Routine Uses:** To be used by agency officials for enrolling employees in mandatory/recurring, in house training courses and for recording the data as required; **(4) Mandatory or Voluntary Disclosure:** The disclosure of information requested is voluntary. However, failure to disclose will prevent crediting the employee with grade and course attendance in his/her official record of training.